

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130059-5

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Div. DATE: 1 July 1952

FROM : Chief, Telephone Branch

SUBJECT: Telephone Branch Monthly Report

1. Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of April 1952. \*

25X1A

Telephone Service Bill	\$29,978.35
Long Distance Bills	8,591.30
	1,089.29
T.T. Channels, L.L.'s, P.L.'s and TWX	1,589.02
Miscellaneous	320.13
	<u>\$41,568.09</u>

2. The following additional information is submitted for the month of April 1952.

25X1A

- a. Total number and cost of outside local calls placed over switchboard,    
 No. of calls - \$176,761 Cost - \$6,789.24
- b. Non-recurring installation charges for station equipment --- \$2,347.00
- c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$650.31
- d. Non-recurring move or relocation charges for station equipment already in use --- \$1,602.00

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of June 1952.

Total Hours -- None Estimated Cost - None

\* The amounts for April reflect a billing period from April 16 to May 24. Regular billing from this time on will be for a period from the 25th of one month through the 24th of the next.

4. Also, listed below are estimated amounts for services to be rendered during the month of July 1952.

25X1A	Telephone Service Bill	\$22,000.00
	Long Distance Bills	9,000.00
	<div></div>	1,500.00
	T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
	Miscellaneous	500.00
		<u>\$35,000.00</u>

5. A total of 93 requisitions for services were processed by this Branch during the month of June 1952. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 452 unused branch lines

25X1A

25X1A9A

Management Analysis Division  
Attn:   
Chief, Administrative Service

25X1A9A

3 June 1952

Monthly Report of Building Maintenance and Utilities Division

Following is information regarding activities of the Building Maintenance and Utilities Division to be included in your report for the Director's Handbook for the month of May, 1952.

SERVICES FROM RENTED BY G.S.A.

Number of Non-reimbursable Guard Posts.....	34
Number of Reimbursable Guard Posts.....	159
Estimated cost of Reimbursable Guard Posts.....	\$74,680
Estimated cost of Laborers and Trucks on Reimbursable Basis from GSA.....	5,333
Estimated cost for Alterations, Renovations and Installations.....	55,948
	<u>\$135,961</u>

Based on billings received from GSA  
indicating actual costs, revised  
figures to be reflected in the  
Director's Handbook are as follows:

	<u>January</u>
Alterations, Renovations and Installations.....	\$27,133
Laborers and Trucks.....	3,592
Cost of Reimbursable Guard Posts.....	68,696
	<u>\$99,421</u>

TELEPHONE BRANCH

Estimated Telephone Co. premium overtime chargeable to  
this Agency for the month of May, 1952.

Total Hours -- None

Est. cost -- None

	<u>Revised Figures for Mar. Based on Actual Bills Received</u>	<u>Estimated figures for June</u>
Rental of Telephone Equipment and Service	\$23,925	\$22,000
Long Distance Bills	7,176	9,500
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	<u>\$33,911</u>	<u>\$35,000</u>

25X1A

25X1A9A